



# FINANCIAL REPORT SUMMARY

## 2003

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

<b>1. REGISTRANT'S NAME</b>		<b>2. REGISTRANT'S ID NUMBER</b>	
<input type="checkbox"/> CHECK BOX IF THIS REGISTRANT'S NAME HAS CHANGED		<b>3. TELEPHONE NUMBER (       )</b> <input type="checkbox"/> CHECK BOX IF THIS NUMBER HAS CHANGED	
<b>4a. MAILING ADDRESS</b> (ALL MAILINGS WILL BE SENT TO THE ADDRESS LISTED HERE)   <input type="checkbox"/> CHECK BOX IF THIS ADDRESS HAS CHANGED			
<b>4b. IF INDIVIDUAL, RESIDENTIAL ADDRESS</b>		<b>4c. BUSINESS ADDRESS</b>	
<b>5. TYPE OF REPORT</b> 5a. <input type="checkbox"/> SUMMER JAN. - JULY ____ (DUE AUG. 31) 5b. <input type="checkbox"/> WINTER AUG. - DEC. ____ (DUE JAN. 31)  5c. <input type="checkbox"/> AMENDMENT TO ITEM(S) _____  5e. ITEMIZED EXPENDITURES FORM IS ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>5d. <input type="checkbox"/> TERMINATION OF REGISTRATION</b>  DATE TERMINATED _____ MONTH                                DAY                                YEAR  ENTERING A DATE IN THIS SECTION WILL TERMINATE THE REGISTRATION OF THE PERSON NAMED IN ITEM 1.	
<b>6. DESCRIPTION OF LOBBYING ACTIVITY DURING THIS PERIOD</b>		<input type="checkbox"/> <b>YES</b> - THIS REGISTRANT ENGAGED IN LOBBYING ACTIVITY DURING THIS PERIOD (PROVIDE A BRIEF DESCRIPTION):   <input type="checkbox"/> <b>NO</b> - THIS REGISTRANT DID NOT ENGAGE IN LOBBYING ACTIVITY DURING THIS PERIOD	
<b>7. EXPENDITURES BY CATEGORY</b>		<b>THIS REPORTING PERIOD</b>	
7a. FOOD AND BEVERAGE FOR PUBLIC OFFICIALS.....		7a. \$ _____	
7b. MASS MAILINGS AND ADVERTISING.....		7b. \$ _____	
7c. ALL OTHER LOBBYING EXPENDITURES ..... (INCLUDES PAYMENTS TO OTHER PERSONS FOR LOBBYING)		7c. \$ _____	
7d. TOTAL LOBBYING EXPENDITURES (TOTAL OF 7a, 7b & 7c).....		7d. \$ _____	
<b>8. EMPLOYEES</b>		ADD OR DELETE EMPLOYEE(S) NAME AND ADDRESS (INDIVIDUALS, FIRMS OR OTHER PERSONS DIRECTLY EMPLOYED, COMPENSATED OR REIMBURSED FOR LOBBYING). THIS ITEM WILL NOT SERVE TO REGISTER, OR TERMINATE THE REGISTRATION, OF ANY PERSON.	
<input type="checkbox"/> ADD		<input type="checkbox"/> ADD	
<input type="checkbox"/> DELETE ID# _____		<input type="checkbox"/> DELETE ID# _____	
<input type="checkbox"/> ADD		<input type="checkbox"/> ADD	
<input type="checkbox"/> DELETE ID# _____		<input type="checkbox"/> DELETE ID# _____	
<b>9. VERIFICATION: I CERTIFY THAT ALL REASONABLE DILIGENCE WAS USED IN THE PREPARATION OF THE ABOVE FORM, AND THE CONTENTS ARE TRUE AND ACCURATE, TO THE BEST OF MY KNOWLEDGE.</b>  _____ TYPE OR PRINT NAME OF AUTHORIZED SIGNATORY (ALL MAIL WILL BE DIRECTED TO THE SIGNATORY'S ATTENTION.)  _____ (REGISTRANTS WHO ARE INDIVIDUALS MUST SIGN THEIR OWN FORMS.)  _____ MONTH DAY YEAR SIGNATURE			

## 2003 FINANCIAL REPORT SUMMARY - INSTRUCTIONS

A Financial Report Summary must be filed by all registrants – both Lobbyists and Lobbyist Agents. The filing must be made even if there are no expenditures to report. Financial reports are due on the following dates:

### Due Dates

August 31

January 31

### Coverage Dates

January 1 - July 31

August 1 - December 31

Reports must be received by 4:00 p.m. on the due date to be considered timely. **Reports sent by certified or registered mail and postmarked two or more days before the deadline will be considered timely regardless of when they are received.** Late filing fees will be assessed for each calendar day a report is late.

**Every section of the form must be completed.** If any section does not apply, enter N/A for not applicable. Incomplete forms may be rejected and subject to late filing fees.

- Item 1. Enter the name of the registrant on whose behalf this report is being submitted.** Enter one name only as each Lobbyist and Lobbyist Agent must submit a separate report. Check the box if the registrant's name has changed since the last report was filed. This item cannot be used to register a person under the Lobby Act.
- Item 2. Enter the registrant's identification number.** (Note: Each registrant is issued a unique identification number.)
- Item 3. Enter registrant's telephone number.**
- Item 4. Enter registrant's mailing address in 4a.** Check the box if the registrant's mailing address has changed since the last report was filed. (All mail directed to the registrant through the Department of State, Bureau of Elections will be sent to the address listed in this item.) If the registrant is an individual, enter the individual address in 4b. Enter the registrant's business address in 4c.
- Item 5. Indicate the type of report being filed (5a for Summer or 5b for Winter) and the year of the report.** If the report is being filed to amend a previous report, complete 5c and list the affected items. **If the registrant named in Item 1 no longer meets the definition of a Lobbyist or Lobbyist Agent and wishes to terminate the registration, complete 5d and enter the effective date of the termination.** Complete 5e to indicate if the registrant made any expenditures, which are itemized on an attached Itemized Expenditures form.
- Item 6. Briefly describe the registrant's lobbying activities during the period covered by this report** and place a check mark in the appropriate box. Example: Lobbied (for or against) passage of legislation concerning (briefly summarize legislation). **If the registrant did not engage in any lobbying activities during the period covered by this report, place a check mark in the box indicating there was no lobbying activity.**
- Item 7. Enter totals for all direct expenditures made by the registrant** during the period covered by this report (This Reporting Period) and since January of the year covered by the report (Year to Date).  
Item 7a - Food and Beverage Provided to Public Officials (Reported regardless of purpose.)  
Item 7c - Mass Mailing and Advertising (1000 pieces or more of similar mail sent within a 7-day period.)  
Item 7d - All Other Lobbying Expenditures (Salary for Lobbyist Agents and other lobbying expenditures.)  
**Expenditures or compensation contingent upon the outcome of a legislative or administrative action is prohibited.**
- Item 8. Enter the name and business address of each person (to be added or deleted) employed, compensated or reimbursed by the registrant, named in Item 1, more than \$19.00 during any 12 month period for lobbying.** The entry of a person's name, under Item 8, does not register or terminate the person under the Lobby Act.
- Item 9. Sign the report.** The report must be signed by the Lobbyist or Lobbyist Agent; if the registrant is not an individual, the report must be signed by a person authorized by the registrant. An original signature must be provided. Mail will be directed to the attention of the person who signs under Item 9.

**Mail to:** Michigan Department of State, Bureau of Elections

**Phone:** (517) 373-2540

### **For U.S. Mail:**

Post Office Box 20126

Lansing, Michigan 48901-0726

### **For overnight delivery services, or to visit our office:**

208 North Capitol Avenue, Mutual Building - 4th Floor

Lansing, Michigan 48918-1700